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File 705

CONFIDENTIAL

Chief, Classification & Wage Division

17 September 1951

Acting Chief Br. I, Class. & Wage Division

25X1 ☐ Training Officer Position

SEE REVERSE FOR DECLASSIFICATION ACTION

The following factors outline the basis for recommendation of the ☐ Training Officer to the GS-9 level;

25X1

25X1 1. The Training Officer position was formerly under the direct supervision of the Chief ☐ but has now been delegated the authority for independently developing the course material and carrying out the ☐ internal training activities with an absolute minimum of supervision, receiving assistance only in difficult or unusual circumstances.

25X1

25X1 2. The position presently includes the additional responsibility for (a) developing course material regarding the numerous ☐ processes and activities for use in several CIA & OSO Training Division courses (namely C.E. Course, Staff Indoctrination Course and Administrative Course), and (b) conducting lectures and orientation classes regarding ☐ activities in the above-mentioned CIA - OSO Training courses.

25X1

3. The specific training and indoctrination courses for each section is much more intensive and thorough than previously carried out including minute details.

4. The development and implementation of sound student evaluation program which did not exist before.

25X1 5. The personnel turnover (which has more than doubled over the past 12 months) and the accelerated activities of ☐ present a constant demand for the development of specific instruction and individual course training for new inexperienced employees.

25X1

6. Personal contacts and liaison activities with various CIA Training Division officials in carrying out that portion of the training duties. This was not present in former position.

In view of the aforementioned duties which are in addition to and over and above the duties previously allocated at GS-7 level and a comparison of the CSC Training Officer specifications which outlines GS-9 as the first operating level, this office recommends that the position be reallocated to the GS-9 level.

☐
Acting Chief Br. I, Class. & Wage Div.

25X1

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